SUBSTITUTE HANDICAPPED CHILDREN'S ASSISTANT

NOTE: Handicapped Children's Assistants are initially hired as SUBSTITUTES. Substitutes work on an on-call basis, are not guaranteed a certain number of hours, and do not receive benefits. Satisfactory service as a substitute MAY lead to employment on a regular basis.

THE PURPOSE:

• Handicapped Children's Assistants make it possible for physically handicapped students to attend Milwaukee Public Schools by attending to their individual physical needs throughout the school day.

ESSENTIAL FUNCTIONS:

- Assists students with disabilities in participating in activities of daily life such as dressing, eating and managing bathroom needs.
- Lifts of assists with lifting students with disabilities for purposes of transferring them for position changes and personal care needs.
- Operates medical equipment such as Hoyer lifts, standing frames or motorized wheelchairs; operates passenger elevators to assist students with disabilities in moving throughout a school building or job site.
- Assists with consideration of the students' level of independence, wheelchair users in accessing the school and community settings.
- ❖ Assists students with disabilities on/off buses daily.
- Assists students with disabilities in teacher directed academic and non-academic activities. Works with students with disabilities, under the direction of the classroom teacher, one on one or in small groups.
- ❖ Assists teachers and therapists when necessary for IEP or 504 related activities.
- ❖ Accompanies and assists students with disabilities on supervised field trips into the community.
- Cleans classroom equipment and supplies routinely and as needed after spills or accidents.
- Performs other duties as assigned.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS:

- 1. One year of experience working with individuals with disabilities.
- 2. Current possession of a valid Certified Nursing Assistant (CNA) license or equivalent.
- 3. Must obtain a DPI Special Education Program Aide License at time of hire.
- 4. Residence in the City of Milwaukee within one year of appointment and throughout employment.

DESIRABLE QUALIFICATIONS:

• Graduation from high school or equivalent (GED).

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- Knowledge of the principles of personal care delivery.
- Ability to lift 50 pounds for purposes of transferring children and moving equipment;
- Knowledge of proper lifting techniques.
- Good oral communication and listening skills.
- Ability to read and follow instructions.

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- Ability to work cooperatively with others.
- Ability to cope with human suffering, emergencies, and other work-related stresses.
- Time management skills.

THE CURRENT PAY RATE IS: \$11.09 - \$13.35 per hour (Substitute) – subject to change based on current negotiations.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral or performance tests; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job. The names of successful candidates will be placed on the eligible list in a rank determined by the final grade without reference to the date of the examination. Persons placed on an eligible list will remain on the list for 1 year only.

This is a continuing examination. Examination dates for 2013 have been TENTATIVELY scheduled for February, May, August and November. However, the Department of Employee Relations reserves the right to alter the examination schedule as needed. Positions are filled as vacancies occur. Candidates may take the examination for Substitute Handicapped Children's Assistant only once every six months. Qualified applicants will be notified by mail of the date, time and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

APPLICATIONS and further information may be obtained from www.milwaukee.gov/jobs or in person or via mail from City of Milwaukee Department of Employee Relations, Room 706, City Hall, 200 E Wells St, Milwaukee, WI 53202-3554, or by calling 414.286.3751.

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